



Training and Development

Number: G-1

Revision: 0

Effective Date:
07-01-2006

Pages: 1

1.0 POLICY

It is the policy of the County of Lee to provide full support to a human resources training and development program in order to enhance our employees' skills and promote effective public service.

2.0 DEFINITIONS

2.1 Training and Development Program: A program of instruction for the purpose of increasing job knowledge or skills.

3.0 PROCEDURE / RULE

3.1 The County Manager will encourage participation in personnel training and development programs which enhance skills and abilities of employees, increase productivity and assure more efficient and effective service to citizens. It is the responsibility of the Human Resources Department and other Department Directors to:

- A.** Maintain training and development priorities commensurate with the needs of Lee County government.
- B.** Maintain awareness of training opportunities available to Lee County.
- C.** Coordinate relevant outside training programs and seminars available to Lee County employees.
- D.** Maintain records of employees that attend training opportunities.

4.0 APPENDIX / APPENDICES

None.